



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 2, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-35

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Agency Contact List Revised (UPR/F56) for Payroll Related Duties

The Office of State Uniform Payroll (OSUP) is requesting contact information for agency personnel who perform certain duties related to payroll. OSUP will utilize this information to assist agencies with various payroll problems, and it will also be an aid in helping OSUP notify agencies of important payroll issues. This office will continue to provide Group Benefits and insurance vendors with the appropriate contact personnel.

Please complete the attached revised [UPR/F56](#), Office of State Uniform Payroll Agency Contact List, to identify the personnel responsible for these duties within your agency and return the form to the User Services Unit at the address listed on the form. OSUP would like to have **only one contact person** for each of the following payroll duties:

- ÷ Receiving/Distributing Flexible Benefits Plan Open Enrollment Material
- ÷ Reviewing the Flexible Benefits Reconciliation Report
- ÷ Corresponding with Vendors about Miscellaneous Deductions
- ÷ Entering data into the UPS Master Record System - Insurance Related
- ÷ Entering data into the UPS Master Record System - Non-Insurance Related
- ÷ Reviewing UPS Exception Reports: SS/Medi (BL1464-01) and W2 (BL1570-01)
- ÷ Correcting rejected ISIS J5 documents
- ÷ Preparing the Quarterly Unpaid Balance Report (UPR/F16)
- ÷ Preparing IRS Form 941C
- ÷ Preparing IRS Form W2C

If you have any questions about the UPR/F56 form or the duties listed on the form, please contact a member of the User Services Unit at (225):

Karen Antoine	342-5354	Lawanna Green	342-5345
Debbie Causey	342-5377	Paula Rotolo	342-5357

RSM:PAR/kmb

OFFICE OF STATE UNIFORM PAYROLL
AGENCY CONTACT LIST

K _____

Agency Name: _____

Control Number: _____

AFS Clearing Fund No.

TO: User Services Unit
Office of State Uniform Payroll
State Capitol Annex
P O Box 94095
Baton Rouge , LA 70804-9095

	Agency Contact	Phone Number (including area code)	Fax Number (including area code)
Receives/Distributes Flexible Benefits Plan Open Enrollment Material			
Reviews Flexible Benefits Plan Reconciliation Report			
Corresponds with Vendors about Miscellaneous Deductions			
Enters Data into UPS Master Record System-Insurance Related			
Enters Data into UPS Master Record System-Non-Insurance Related			
Reviews SS/Medicare (BL1461-01) & W-2 (BL1570-01) Exception Reports			
Corrects rejected ISIS J5 Documents			
Prepares Quarterly Unpaid Balance Report (UPR/F16)			
Prepares IRS Form 941C			
Prepares IRS Form W-2C			